



**International
Labour
Organization**

Request for Quotation for the Procurement of Services

RFQ No. 148/2020

***Technical Paper on Indigenous Traditional
Occupations in Labour Statistics***

RESPONSES TO BE RECEIVED BY 5 JAN 2021, 10:00, GENEVA (SWITZERLAND) TIME

DISCLAIMER

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards. Should you require further information in respect of your personal data, please contact pcrt@ilo.org indicating "Personal Data Protection – RFQ number" in the subject.

Subject: Technical Paper on Indigenous Traditional Occupations in Labour Statistics

Reference: RFQ No. 148/2020

Date: 09 December 2020

Dear Sir, dear Madam,

The International Labour Office (ILO) is pleased to invite your company submit a quotation¹ for the requirements described in Annex I.

When preparing your quotation, please bear in mind that any and all services provided to the ILO are subject to the [Terms and Conditions Applicable to ILO Contracts for Services](#). Please return your completed offer to the ILO together with the Certification form (Annex II) duly signed by an authorized legal representative of your company.

The conditions set out in the [Terms and Conditions Applicable to ILO Contracts for Services](#), as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

Your Bid must be received by the ILO **no later than 5 JANUARY 2021, 10:00 HOURS, GENEVA (SWITZERLAND) TIME**. Late bids will be rejected.

Failure to comply with the requirements of this RFQ and its Annexes may render a bid ineligible for consideration.

We look forward to receiving your Proposal.

Yours sincerely,

ILO Procurement Bureau

¹ The term "quotation" refers to any offer, bid or proposal submitted to the ILO in response to this solicitation.

SUBMISSION OF YOUR OFFER

For this request, offers may be submitted by e-mail. You must submit your offer strictly in compliance with the procedures described below.

In order to be eligible for consideration, all submissions must include:

- Annex II, Certification to be submitted;
- A record of the company's past activities in the field of indigenous traditional occupations and labour statistics, including references and full contact details;
- The CV of all the experts to be involved directly in this assignment;
- Annex III, Offer Submission Form, including Appendix A (detailed breakdown);
- Annex IV, Essential Requirements Form.

The above documents are to be signed by the legal representative, stamped with the official seal of your company, and submitted on or before **5 JANUARY 2021, 10:00 hours, Geneva (Switzerland) Time** to the following address:

GED@ilo.org

Bidders requiring any **clarification** on technical, commercial or legal aspects of the RFQ documents may submit their queries to GED@ilo.org by COB 17 December 2020.

Offers received after the deadline specified above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension.

To enable you to prepare and submit your quotation, please find enclosed the following:

- Terms of Reference (Annex I);
- Certification to be submitted by a Bidder (Annex II);
- Offer submission form, including Appendix A (Annex III);
- Essential Requirements Form (Annex IV)

Terms and Conditions applicable to ILO contracts for services are available at https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_117516.pdf

The ILO recommends the use of Adobe Acrobat Reader for all Annexes in PDF format.